

SAN PATRICIO COUNTY EMPLOYMENT

JAILER

SHERIFF / JAIL

- *Full Time Regular Position
- *Valid Texas Driver's License
- *High School Diploma or GED
- *Shift work- 4/12 rotating
- *Experience preferred
- *Must be able to read, write and communicate effectively in English
- ***Base Salary: \$3,590.19 Monthly**
- ***Salary: Based on Experience**
- ***Deadline for Applications: Open Until Filled**

DEPUTY

SHERIFF'S DEPARTMENT

- *Full Time Regular Position
- *TCOLE certification required
- *High School Diploma or GED required
- *Valid Texas Driver's License required
- ***Base Salary: \$3,841.51 Monthly**
- ***Salary: Based on Experience**
- ***Deadline for Application: Open Until Filled**

BAILIFF

SHERIFF'S DEPARTMENT / DISTRICT COURTS

- *Full Time Regular Position
- *TCOLE certification required
- *High School Diploma or GED required
- *Valid Texas Driver's License required
- ***Base Salary: \$3,841.51 Monthly**
- ***Salary: Based on Experience**
- ***Deadline for Application: Open Until Filled**

Application is mandatory for consideration. Application must be obtained from and returned to the San Patricio County Human Resources Department @ 1301 E. Sinton St., Ste. C, Sinton, TX 78387. Completed applications can be emailed to: jobs@sanpatriciocountytexas.gov, phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.

12/27/2023

Job Title:

Heavy Equipment Operator I / II – Mathis (Finish Motor Grader Operator)

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Department: Road and Bridge Pct. #3

Pay Grade: 105 / 106

FLSA Status: Non-Exempt

JOB SUMMARY

The Heavy Equipment Operator is responsible for maintaining County roads, bridges, and drainage systems and repairing and maintaining pertinent equipment.

ESSENTIAL JOB FUNCTIONS:

- Operates equipment such as trucks, backhoes, motor graders, and front-end loaders;
- Hauls materials for repairs;
- Cleans and maintains ditches and roads;
- Hauls and disposes of debris;
- Repairs bridges as needed;
- Installs and cleans culvert pipes;
- Mows, weed-eats, etc. ditches and related areas on County roads;
- Services and maintains equipment;
- Erects, removes, and maintains road signs as necessary; and
- Performs other assigned duties.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High school diploma or equivalent;
- Two (2) years of related work experience in heavy equipment operation and/or construction;
- Or equivalent training, education, and/or experience.
- Valid Texas Driver's License – HEO I
- **Commercial Driver's License AND seven (7) years Motor Grader or Finish Grader operator experience – HEO II**

ADDITIONAL REQUIREMENTS:

- Must submit to and pass a pre-employment drug test and physical standard exam as described personnel handbook; and
- Must provide reliable transportation when a county vehicle is not available to perform job duties.

Knowledge, Skills and Abilities:

- Knowledge of pertinent equipment and tool safety rules;
- Knowledge of basic mechanical operations;
- Knowledge of county ordinances, policies, and procedures;
- Skill in operation of heavy road equipment and repair tools;
- Skill in basic mechanical repair and construction;

- Skill in planning and organizing work;
- Skill in interpersonal relations;
- Skill in verbal and written communication;
- Ability to follow orders and initiate performance;
- Ability to read and understand work orders, timesheets, projections, safety data sheets, road signs, maps, and equipment maintenance manuals;
- Ability to calculate numbers in order to determine quantity and cost of materials needed for jobs;
- Ability to write memos, work orders, and work logs;
- Ability to organize and communicate effectively;
- Ability to work independently with minimal supervision; and
- Ability to establish and maintain effective working relationships and communicate effectively with other employees and the general public.
- Continue education training each year on all types of work, i.e. crewman work, mechanic work, etc.

PHYSICAL DEMANDS:

Work requires a higher demand for physical effort, exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently. Tasks may require the ability to sit, kneel, crouch, squat, crawl, bend, twist, climb, lift, hear, and talk while performing duties.

WORK ENVIRONMENT:

Work environment involves regular exposure to outdoor weather conditions for prolonged periods. Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, temperature and noise extremes, bright/dim light, toxic agents, disease, pathogenic substances, animal/wildlife attacks, animal/human bites, or rude/hostile citizens.

Full-Time Regular Position

Base Salary HEO I : \$2,930.67 Monthly

Base Salary HEO II: \$3,135.81 Monthly / CDL & Seven (7) Years Motor Grader or Finish Grater Operator Experience Requirement

Salary: Based on Experience

Deadline for Applications: Open Until Filled

Application is mandatory for consideration. Application must be obtained from and returned to the San Patricio County Human Resources Department @ 1301 E. Sinton St., Ste. C, Sinton, TX 78387. Completed applications can be emailed to: jobs@sanpatriciocountytexas.gov, phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.

12/27/2023

Job Title: Crewman - Mathis

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Department: Road and Bridge Pct #3

Pay Grade: 104

FLSA Status: Non-Exempt

JOB SUMMARY

The Crewman is responsible for maintaining County roads, bridges, and drainage systems and repairing and maintaining pertinent equipment.

ESSENTIAL JOB FUNCTIONS:

- Operates equipment such as trucks, backhoes, motor graders, and front-end loaders;
- Hauls materials for repairs;
- Cleans and maintains ditches and roads;
- Hauls and disposes of debris;
- Repairs bridges as needed;
- Installs and cleans culvert pipes;
- Services and maintains equipment;
- Erects, removes, and maintains road signs as necessary; and
- Performs other assigned duties.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High school diploma or equivalent;
- One (1) year of related work experience in heavy equipment operation and/or construction;
- Or equivalent training, education, and/or experience.
- Valid State of Texas Class C Commercial Driver's License.

ADDITIONAL REQUIREMENTS:

- Must submit to and pass a pre-employment drug test and physical standard exam as described personnel handbook; and
- Must provide reliable transportation when a county vehicle is not available to perform job duties.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of pertinent equipment and tool safety rules;
- Knowledge of basic mechanical operations;
- Knowledge of county ordinances, policies, and procedures;
- Skill in basic mechanical repair and construction;
- Skill in planning and organizing work;
- Skill in interpersonal relations;
- Skill in verbal and written communication;
- Ability to follow orders and initiate performance;
- Ability to read and understand work orders, timesheets, projections, safety data sheets, road signs, maps, and equipment maintenance manuals;

- Ability to calculate numbers in order to determine quantity and cost of materials needed for jobs;
- Ability to write memos, work orders, and work logs;
- Ability to organize and communicate effectively;
- Ability to work independently with minimal supervision; and
- Ability to establish and maintain effective working relationships and communicate effectively with other employees and the general public.

PHYSICAL DEMANDS:

Work requires a higher demand for physical effort, exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently. Tasks may require the ability to sit, kneel, crouch, squat crawl, bend, twist, climb, lift, hear, and talk while performing duties.

WORK ENVIRONMENT:

Work environment involves regular exposure to outdoor weather conditions for prolonged periods. Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, temperature and noise extremes, bright/dim light, toxic agents, disease, pathogenic substances, animal/wildlife attacks, animal/human bites, or rude/hostile citizens.

Full-Time Regular Position

Base Salary: \$2,738.94 Monthly

Deadline for Applications: Open Until Filled

Application is mandatory for consideration. Application must be obtained from and returned to the San Patricio County Human Resources Department @ 1301 E. Sinton St., Ste. C, Sinton, TX 78387. Completed applications can be emailed to: jobs@sanpatriciocountytexas.gov, phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.

12/27/2023

Job Title:

Heavy Equipment Operator I / II – Sinton (Finish Motor Grader Operator)

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Department: Road and Bridge Pct. #1

Pay Grade: 105 / 106

FLSA Status: Non-Exempt

JOB SUMMARY

The Heavy Equipment Operator is responsible for maintaining County roads, bridges, and drainage systems and repairing and maintaining pertinent equipment.

ESSENTIAL JOB FUNCTIONS:

- Operates equipment such as trucks, backhoes, motor graders, and front-end loaders;
- Hauls materials for repairs;
- Cleans and maintains ditches and roads;
- Hauls and disposes of debris;
- Repairs bridges as needed;
- Installs and cleans culvert pipes;
- Mows, weed-eats, etc. ditches and related areas on County roads;
- Services and maintains equipment;
- Erects, removes, and maintains road signs as necessary; and
- Performs other assigned duties.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High school diploma or equivalent;
- Two (2) years of related work experience in heavy equipment operation and/or construction;
- Or equivalent training, education, and/or experience.
- Valid Texas Driver's License – HEO I
- Commercial Driver's License and **seven (7) years Motor Grader operator experience** – HEO II

ADDITIONAL REQUIREMENTS:

- Must submit to and pass a pre-employment drug test and physical standard exam as described personnel handbook; and
- Must provide reliable transportation when a county vehicle is not available to perform job duties.

Knowledge, Skills and Abilities:

- Knowledge of pertinent equipment and tool safety rules;
- Knowledge of basic mechanical operations;
- Knowledge of county ordinances, policies, and procedures;
- Skill in operation of heavy road equipment and repair tools;
- Skill in basic mechanical repair and construction;
- Skill in planning and organizing work;

- Skill in interpersonal relations;
- Skill in verbal and written communication;
- Ability to follow orders and initiate performance;
- Ability to read and understand work orders, timesheets, projections, safety data sheets, road signs, maps, and equipment maintenance manuals;
- Ability to calculate numbers in order to determine quantity and cost of materials needed for jobs;
- Ability to write memos, work orders, and work logs;
- Ability to organize and communicate effectively;
- Ability to work independently with minimal supervision; and
- Ability to establish and maintain effective working relationships and communicate effectively with other employees and the general public.

PHYSICAL DEMANDS:

Work requires a higher demand for physical effort, exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently. Tasks may require the ability to sit, kneel, crouch, squat crawl, bend, twist, climb, lift, hear, and talk while performing duties.

WORK ENVIRONMENT:

Work environment involves regular exposure to outdoor weather conditions for prolonged periods. Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, temperature and noise extremes, bright/dim light, toxic agents, disease, pathogenic substances, animal/wildlife attacks, animal/human bites, or rude/hostile citizens.

Full-Time Regular Position

Base Salary HEO I : \$2,930.67 Monthly

Base Salary HEO II: \$3,135.81 Monthly / CDL & Seven (7) Years Motor Grader Operator

Experience Requirement

Salary: Based on Experience

Deadline for Applications: Open Until Filled

Application is mandatory for consideration. Application must be obtained from and returned to the San Patricio County Human Resources Department @ 1301 E. Sinton St., Ste. C, Sinton, TX 78387. Completed applications can be emailed to: jobs@sanpatriciocountytx.gov, phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.

12/27/2023

Job Title:

Human Resources Coordinator - Sinton

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Department: Human Resources

Pay Grade: 108

FLSA Status: Non-Exempt

JOB SUMMARY

The Human Resources Coordinator is responsible for assisting with New Employee Orientation; preparing and maintaining employee records; assist with payroll processing and provides administrative support to all employees and providing support to Director via secretarial and assistant duties.

ESSENTIAL JOB FUNCTIONS:

- Receives and directs telephone calls and records messages;
- Communicates with the general public, employees, and supervisors/elected officials;
- Performs customer service functions by answering employee requests and questions;
- Assist with processing of applications by submitting the applications to the responsible department;
- Schedules drug screening and physicals for potential new hires;
- Prepares New Hire folders for orientation and assist with orientation of new employees;
- Processes new hire paperwork and enters information into INCODE;
- Completes I-9 forms, verifies I-9 documentation and maintains I-9 files;
- Processes required documentation of resignations and terminations through payroll to ensure accurate record keeping and proper deductions;
- Processes employee paperwork (direct deposits, W4, change of address, etc.);
- Maintains, monitors, and/or processes personnel records and reports;
- Processes purchase orders and/or check requests for payment (events, supplies, insurance refunds, etc.);
- Prepares announcements for training sessions and coordinates room reservations, equipment, and participant enrollment;
- Manages the daily operations of posting mail, funding purchase of postage/supplies, and general maintenance of postage machine; and
- Performs other assigned duties.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Bachelor's degree or equivalent;
- Four (4) years of related work experience;
- Or equivalent training, education, and/or experience in general office and human resource procedures;
- Valid State of Texas Driver's License.

ADDITIONAL REQUIREMENTS:

- Must submit to and pass a pre-employment drug test and physical standard exam as described in the personnel handbook; and
- Must provide reliable transportation when a county vehicle is not available to perform job duties.

Knowledge, Skills and Abilities:

- Knowledge of general principles and practices of Human Resources;
- Knowledge of employee benefits;
- Knowledge of county ordinances, policies, and procedures;
- Knowledge of modern office practices and procedures;
- Knowledge of Microsoft Office (Word, Excel, PowerPoint, and other similar or job-related programs);
- Skill in planning and organizing work;
- Skill in interpersonal relations;
- Skill in verbal and written communication;
- Skill in the use of small office equipment, including copy machines or multi-line telephone systems;
- Skill in using computers for data entry, word processing, and/or accounting purposes;
- Ability to read and comprehend a broad scope of policy and procedures;
- Ability to organize and communicate effectively;
- Ability to work independently with minimal supervision; and
- Ability to establish and maintain effective working relationships and communicate effectively with other employees and the general public.

PHYSICAL DEMANDS:

Work requires no unusual demand for physical effort.

WORK ENVIRONMENT:

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as office or meeting and training rooms, e.g., use of safe workplace practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations, and traffic signals when driving.

Full-Time Regular Position

Base Salary: \$3,590.19 Monthly

Deadline for Applications: Open Until Filled

Application is mandatory for consideration. Application must be obtained from and returned to the San Patricio County Human Resources Department @ 1301 E. Sinton St., Ste. C, Sinton, TX 78387. Completed applications can be emailed to: jobs@sanpatriciocountytexas.gov, phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.

12/27/2023

Job Title:

OSSF Designated Representative - Sinton

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Department: Environmental Health

Pay Grade: 107

FLSA Status: Non-Exempt

JOB SUMMARY

The OSSF Designated Representative is responsible for performing Designated Representative wastewater duties and responsibilities; investigating public health threats by conducting and documenting observations of site visits; and monitoring compliance and/or abatement of areas that remain in violation. As an OSSF Designated Representative you may be called upon to support San Patricio County emergency response team in ways that are outside the usual scope of responsibilities. This may involve working hours that are outside the employee's usual work hours. As the OSSF Designated Representative you will not be required to perform duties that are outside of your competence or profession.

ESSENTIAL JOB FUNCTIONS:

- Serves the general public by appointment, walk-in, and in the field;
- Educates the public of environmental health issues and the public health rationales on wastewater;
- Reviews permit applications, authorizes construction, and inspects on-site sewage facilities;
- Performs site evaluations (If necessary);
- Collects fees, compiles reports, and maintains accurate records;
- Conducts routine, technical environmental inspections and investigations on on-site sewage facilities to ensure compliance of existing state and local public health and environmental laws, regulations, and policies;
- Responds to sewage complaints by conducting inspections to determine if a violation exists and initiates enforcement or corrective actions as required by county and state law;
- May collect photographic evidence using digital camera during inspections and investigations;
- Prepares documents, report, correspondence, notices and provides evidence for court;
- Attends continuing education classes and seminars as required to maintain necessary certifications;
- Files court cases with appropriate court of law and appears in court as state witness if necessary;
- Attends trainings and makes public appearances to raise public awareness of environmental health issues; and
- Performs other assigned duties.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High school diploma or equivalent;
- One (1) year of related work experience in water / waste water;
- Or equivalent training, education, and/or experience.
- Valid State of Texas Driver's License (Class C);
- Site Evaluator License within eighteen (18) months of hire;
- Designated Representative Certification within six (6) months of hire;
- CPR/First Aid/AED Certifications within one (1) year of hire; and
- ICS/NIMS Certifications within one (1) year of hire.

ADDITIONAL REQUIREMENTS:

- Must submit to and pass a pre-employment drug test and physical standard exam as described personnel handbook; and
- Must provide reliable transportation when a county vehicle is not available to perform job duties.
- Must be able to work flexible hours, weekends, and/or holidays
- Bilingual **Preferred**

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of public health essential services;
- Knowledge of methods and techniques of field inspections and investigation;
- Knowledge of principles and practices of research, analysis, and report preparation;
- Knowledge of pertinent federal, state, and local laws, codes, and regulations;
- Knowledge of modern office practices and procedures;
- Knowledge of Microsoft Office (Word, Excel, PowerPoint, and other similar or job-related programs);
- Skill in the preparation of technical data prepared for legal situations such as legal/disciplinary actions;
- Skill in public relations involving collaborative consultations with the public, municipalities, and other county offices;
- Skill in planning and organizing work;
- Skill in interpersonal relations;
- Skill in verbal and written communication;
- Skill in the use of small office equipment, including copy machines or multi-line telephone systems;
- Skill in using computers for data entry, word processing, and/or accounting purposes;
- Ability to read and interpret federal and state regulations, local and county orders, and city ordinances;
- Ability to establish goals and objectives, policies, and procedures that support a strategic plan;
- Ability to gather and prepare evidence for court;
- Ability to organize and communicate effectively;
- Ability to work independently with minimal supervision; and
- Ability to establish and maintain effective working relationships and communicate effectively with other employees and the general public.

PHYSICAL DEMANDS:

Work requires no unusual demand for physical effort.

WORK ENVIRONMENT:

Work environment involves regular exposure to outdoor weather conditions for prolonged periods. Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, temperature and noise extremes, bright/dim light, toxic agents, disease, pathogenic substances, animal/wildlife attacks, animal/human bites, or rude/hostile citizens.

Full-Time Regular Position

Base Salary: \$3,355.32 Monthly

Deadline for Applications: Open Until Filled

Application is mandatory for consideration. Application must be obtained from and returned to the San Patricio County Human Resources Department @ 1301 E. Sinton St., Ste. C, Sinton, TX 78387. Completed applications can be emailed to: jobs@sanpatriciocountytexas.gov, phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.

12/27/2023

Job Title:

Commissioners Court Clerk, R&B Pct. #1 - Sinton

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Department: Commissioners Court

Pay Grade: 102

FLSA Status: Non-Exempt

JOB SUMMARY

The Commissioners Court Clerk is responsible for providing support to the Commissioner and employees, assisting in daily office needs, greeting and assisting the general public.

ESSENTIAL JOB FUNCTIONS:

- Answers and directs phone calls as appropriate;
- Provides general support to visitors;
- Performs other assigned duties.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High school diploma or equivalent;
- One (1) year of related work experience;
- Or equivalent training, education, and/or experience.
- Valid State of Texas Driver's License.

ADDITIONAL REQUIREMENTS:

- Must submit to and pass a pre-employment drug test and physical standard exam as described in the personnel handbook; and
- Must provide reliable transportation when a county vehicle is not available to perform job duties.

Knowledge, Skills and Abilities:

- Knowledge of modern office practices and procedures;
- Knowledge of Microsoft Office (Word, Excel, PowerPoint, and other similar or job-related programs);
- Skill in interpersonal relations; establish and maintain effective working relationships with fellow employees and the general public;
- Skill in verbal and written communication;
- Skill in the use of small office equipment, including copy machines or multi-line telephone systems;
- Skill in using computers for data entry, word processing, and/or accounting purposes;
- Ability to organize and communicate effectively;
- Ability to work independently with minimal supervision; and
- Ability to establish and maintain effective working relationships and communicate effectively with other employees and the general public.

PHYSICAL DEMANDS:

Work requires no unusual demand for physical effort.

WORK ENVIRONMENT:

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as office or meeting and training rooms, e.g., use of safe workplace practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations, and traffic signals when driving.

Part-Time Temporary Position

Base Salary: \$14.33 Hourly

Deadline for Applications: Open Until Filled

Application is mandatory for consideration. Application must be obtained from and returned to the San Patricio County Human Resources Department @ 1301 E. Sinton St., Ste. C, Sinton, TX 78387. Completed applications can be emailed to: jobs@sanpatriciocountytexas.gov, phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.

12/27/2023

Job Title:

Heavy Equipment Operator II – Aransas Pass

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Department: Road and Bridge Pct. #4

Pay Grade: 106

FLSA Status: Non-Exempt

JOB SUMMARY

The Heavy Equipment Operator is responsible for maintaining County roads, bridges, and drainage systems and repairing and maintaining pertinent equipment.

ESSENTIAL JOB FUNCTIONS:

- Operates equipment such as trucks, backhoes, motor graders, and front-end loaders;
- Hauls materials for repairs;
- Cleans and maintains ditches and roads;
- Hauls and disposes of debris;
- Repairs bridges as needed;
- Installs and cleans culvert pipes;
- Mows, weed-eats, etc. ditches and related areas on County roads;
- Services and maintains equipment;
- Erects, removes, and maintains road signs as necessary; and
- Performs other assigned duties.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High school diploma or equivalent;
- Two (2) years of related work experience in heavy equipment operation and/or construction;
- Or equivalent training, education, and/or experience.
- Valid State of Texas Class A Commercial Driver's License.

ADDITIONAL REQUIREMENTS:

- Must submit to and pass a pre-employment drug test and physical standard exam as described personnel handbook; and
- Must provide reliable transportation when a county vehicle is not available to perform job duties.

Knowledge, Skills and Abilities:

- Knowledge of pertinent equipment and tool safety rules;
- Knowledge of basic mechanical operations;
- Knowledge of county ordinances, policies, and procedures;
- Skill in operation of heavy road equipment and repair tools;
- Skill in basic mechanical repair and construction;
- Skill in planning and organizing work;
- Skill in interpersonal relations;
- Skill in verbal and written communication;
- Ability to follow orders and initiate performance;

- Ability to read and understand work orders, timesheets, projections, safety data sheets, road signs, maps, and equipment maintenance manuals;
- Ability to calculate numbers in order to determine quantity and cost of materials needed for jobs;
- Ability to write memos, work orders, and work logs;
- Ability to organize and communicate effectively;
- Ability to work independently with minimal supervision; and
- Ability to establish and maintain effective working relationships and communicate effectively with other employees and the general public.

PHYSICAL DEMANDS:

Work requires a higher demand for physical effort, exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently. Tasks may require the ability to sit, kneel, crouch, squat crawl, bend, twist, climb, lift, hear, and talk while performing duties.

WORK ENVIRONMENT:

Work environment involves regular exposure to outdoor weather conditions for prolonged periods. Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, temperature and noise extremes, bright/dim light, toxic agents, disease, pathogenic substances, animal/wildlife attacks, animal/human bites, or rude/hostile citizens.

Full-Time Regular Position

Base Salary HEO II: \$3,135.81 Monthly / CDL Requirement

Salary: Based on Experience

Deadline for Applications: Open Until Filled

Application is mandatory for consideration. Application must be obtained from and returned to the San Patricio County Human Resources Department @ 1301 E. Sinton St., Ste. C, Sinton, TX 78387. Completed applications can be emailed to: jobs@sanpatriciocountytexas.gov, phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.

12/27/2023

Job Title:

Jail Nurse - Sinton

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Department: Sheriff

Pay Grade: 112

FLSA Status: Non-Exempt

JOB SUMMARY

The Jail Nurse is responsible for performing medical screening for intake of inmates, assessing health care needs of inmates; dispensing medication as prescribed and needed; coordinating with jail staff for scheduling of appointments for inmate with healthcare providers. Also responsible for performing medical tests within scope of license, maintaining accurate medical charts and related paperwork, and remaining on-call in response to medical emergencies at the jail.

ESSENTIAL JOB FUNCTIONS:

- Oversees the provision of health care measures to inmates in need of medical services by using effective nursing skills and judgement in both routine and emergency situations;
- Administers treatment as guided by physician protocol and standard of care for nursing;
- Plans, directs, and coordinates the medical care of all inmates while incarcerated;
- Schedules and prepares inmates for doctor appointments and treatments;
- Assesses injuries that need medical clearance from the hospital;
- Triage inmates for doctor/hospital transport;
- Delegates activities directly involved with patient care to other jail staff;
- Adheres to required infection control, isolation procedures, and aseptic techniques in the delivery of inmate patient care;
- Complies with HIPPA and other state, federal, and local laws and regulations;
- Establishes and maintains inmate medical charts and medical records and maintains confidentiality of all medical records;
- Assesses all medical requests from inmates, determines their validity, and upon consultation with physician, schedules appropriate medical tests and appointments;
- Oversees inventory and maintains and orders all medications for inmates;
- Prepares daily medication to be dispensed to inmates. Performs inventory and dispenses or supervises the dispensing of medication to inmates;
- Conducts TB testing and screening on inmates;
- Screens inmates for mental health treatment and referral to services to outside medical providers;
- Updates forms concerning all current inmates and inmates transferring to another facility; and
- Performs other assigned duties.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- LVN or equivalent;
- Five (5) years of related work experience in health care;
- Or equivalent training, education, and/or experience.
- Valid State of Texas Driver's License;
- NCLEX Certification;
- First Aid/CPR/AED Certifications; and
- Registered or Vocational Nurse License in the State of Texas.

ADDITIONAL REQUIREMENTS:

- Must submit to and pass a pre-employment drug test and physical standard exam as described personnel handbook; and
- Must provide reliable transportation when a county vehicle is not available to perform job duties.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge and ability to recognize and professionally respond to adverse drug reactions to medicine;
- Knowledge of Texas Minimum Jail Standards;
- Knowledge of inmate medical plan requirements;
- Knowledge of county ordinances, policies, and procedures;
- Knowledge of modern office practices and procedures;
- Knowledge of Microsoft Office (Word, Excel, PowerPoint, and other similar or job-related programs);
- Skill in planning and organizing work;
- Skill in interpersonal relations;
- Skill in verbal and written communication;
- Skill in the use of small office equipment, including copy machines or multi-line telephone systems;
- Skill in using computers for data entry, word processing, and/or accounting purposes;
- Ability to work under stressful situations;
- Ability to understand and exchange information with supervisors and co-workers when receiving assignments and instructions;
- Ability to provide verbal direction to inmates in regard to health care;
- Ability to follow all medical directions as prescribed by healthcare providers;
- Ability to follow safe work practices including workplace safety policies and procedures;
- Ability to react to emergency situations and make professional assessments pertaining to the nature of the emergency;
- Ability to organize and communicate effectively;
- Ability to work independently with minimal supervision; and
- Ability to establish and maintain effective working relationships and communicate effectively with other employees and the general public.

PHYSICAL DEMANDS:

Work requires no unusual demand for physical effort.

WORK ENVIRONMENT:

Work environment involves occasional exposure to outdoor weather conditions for prolonged periods. Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, temperature and noise extremes, bright/dim light, toxic agents, disease, pathogenic substances, animal/wildlife attacks, animal/human bites, or rude/hostile citizens. The employee has frequent contact with other employees both within and outside of the assigned facility, law enforcement, and inmates.

Full-Time Regular Position

Salary: \$6,576.54 Monthly

Deadline for Applications: Open Until Filled

Application is mandatory for consideration. Application must be obtained from and returned to the San Patricio County Personnel Department @ San Patricio County Courthouse, 400 W. Sinton, B-11, Sinton, TX 78387. Completed applications can be emailed to: jobs@sanpatriciocountytx.gov, phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.

12/27/2023

Job Title:

Deputy District Clerk I / II / III - Sinton

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Department: District Clerk Office

Pay Grade: 103 / 104 / 105

FLSA Status: Non-Exempt

JOB SUMMARY

The San Patricio County District Clerk's office performs the duties assigned by the Texas Constitution as registrar, recorder, and custodian of all court pleadings, instruments, and papers that are part of any legal cause of action in the District Courts. Serving as the custodian for all records of the District Courts, the District Clerk's office also indexes and secures records so that they are appropriately accessible to the public, collects filing fees and court costs, and maintains the registry of the court. The District Clerk's office is responsible for the transmission of orders of the court to the authorities responsible for their execution, including issuance of subpoenas, citations, warrants, and summons. The San Patricio County District Clerk's Office also serves as the clerk of court during hearings and court proceedings, manages all aspects of juror summons and selection, and provides customer service for all child custody cases heard in the county.

ESSENTIAL JOB FUNCTIONS:

- Serves as deputy custodian of the official record of the district court;
- Does not oversee or supervise
- Issuance of citations, summons, warrants, writs, abstracts of judgement, and/or other documents in accordance with state law and departmental rules and regulations as needed;
- Ensures proper filing and digitizing of court records;
- Performs ministerial duties including signing documents, using the seal of the office, and file stamping documents;
- Assists the public in person and over the telephone with filings, payments, record searches, and/or other information as needed;
- Interacts with the general public in person, over the telephone, or through correspondence (written or digital);
- Regular communication with judges, attorneys, law enforcement, and other court personnel;
- Cross-train in functional areas of other Deputy District Clerks;
- **Performs other assigned duties, including but not limited to:**

II:

Prepares and issues certified copies of various documents or records as requested

Responsible for providing customer service for all child support cases

Maintains orders to withdraw funds for felony court costs

Receives payments, issues receipts, and posts funds for fines, court cost, bond forfeitures, attorney's fees, depositions, etc.

Enters data and maintains records of pleadings

Provide clerical assistance on criminal docket calls and prepares the criminal dockets

Receives and files indictments from the Grand Jury, prepares each as a criminal case, and enters relevant information into case management system for each case

Provide clerical assistance to any court on both civil and criminal matters

Files and digitizes hard copies of criminal cases and related case documents

Prepare or update Bills of Cost in criminal cases

Prepare and submit monthly case tracking reports to the state (CJIS)

Prepares appeals and supplemental appeals in a timely manner, prescribed by law, including preparing transcripts, bills of cost, and notifying all parties involved upon receipt of the decision from the Court of

Appeals

Prepares cases for transfer to other counties and prepares corresponding bills of cost

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High school diploma or GED;
- **Deputy District Clerk I & II:** One (1) year of clerical experience **preferred**;
- **Deputy District Clerk III:** Three (3) years of related work experience;
- Or equivalent training, education, and/or experience.
- Exceptional computer, clerical and communication skills
- Valid State of Texas Driver's License.

ADDITIONAL REQUIREMENTS:

- Must submit to and pass a pre-employment drug test and physical standard exam as described personnel handbook; and
- Must provide reliable transportation when a county vehicle is not available to perform job duties.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of county ordinances, policies, and procedures;
- Knowledge of modern office practices and procedures;
- Knowledge of Microsoft Office (Word, Excel, PowerPoint, and other similar or job-related programs);
- Skill in customer service;
- Skill in planning using attention to detail and having organizational skills when it comes to organizing work;
- Skill in interpersonal relations;
- Skill in verbal and written communication;
- Skill in the use of small office equipment, including copy machines or multi-line telephone systems;
- Skill in using computers for data entry, word processing, and/or accounting purposes;
- Ability to organize and communicate effectively;
- Ability to work independently with minimal supervision; and
- Ability to establish and maintain effective working relationships and communicate effectively with other employees and the general public, team player and have a positive attitude.

PHYSICAL DEMANDS:

Work requires no unusual demand for physical effort.

WORK ENVIRONMENT:

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as office or meeting and training rooms, e.g., use of safe workplace practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations, and traffic signals when driving.

Full-Time Regular Position

Base Salary Deputy Clerk I : \$2,608.52 Monthly

Base Salary Deputy Clerk II : \$2,738.94 Monthly

Base Salary Deputy Clerk III : \$2,930.67 Monthly

Deadline for Applications: Open Until Filled

Application is mandatory for consideration. Application must be obtained from and returned to the San Patricio County Human Resources Department @ 1301 E. Sinton St., Ste. C, Sinton, TX 78387. Completed applications can be emailed to: jobs@sanpatriciocountytexas.gov, phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.

12/27/2023

Job Title:	Community Based Programs Clerk - Sinton
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To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Department: Public Health

Pay Grade: 103

FLSA Status: Non-Exempt

JOB SUMMARY

The Community Based Programs Clerk is responsible for assisting in the coordination, implementation, and presentation of health education programs; assisting in providing services to individuals or groups for health education programs; responding to questions relating to health issues and providing relevant information and/or referring person to appropriate source; reviewing, choosing, and preparing educational materials used in health programs.

ESSENTIAL JOB FUNCTIONS:

- Maintains CBP Clerk and Manager offices and storage areas in proper order;
- Answers telephone calls, returns phone calls, and takes messages for CBP office;
- Conducts telephone, email, fax and mail communication with committee members, community partners, program participants, and the general public;
- Performs inventory, organizes and replenishes brochures, posters, handouts, incentive items, forms, and office supplies for department as needed;
- Packages information, displays, incentives, and supplies for health education programs, outreach events, and meetings;
- Files copies of LPHS health education and outreach program documentation in program binders;
- Assists with, files, and maintains reports, contracts, and other documents in administrative project binders;
- Represents CBP at community health education and outreach events;
- Creates meeting packets for committee meetings and records and types minutes;
- Attends meetings with, or in absence of, Program Manager;
- Serves as member of Public Health Preparedness (PHP) Team for drills/events; and
- Performs other assigned duties.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High school diploma or equivalent;
- Two (2) years of related experience in a general office/clerical work and/or in a health environment;
- Or equivalent training, education, and/or experience.
- Bilingual in English and Spanish preferred;
- Valid State of Texas Driver's License;
- PHP National Incident Management System training;
- HIPAA Certification(s);
- CPR/First Aid Certifications;
- Food Handler's Certification; and
- Certified Health Worker Certification preferred.

ADDITIONAL REQUIREMENTS:

- Must submit to and pass a pre-employment drug test and physical standard exam as described personnel handbook; and
- Must provide reliable transportation when a county vehicle is not available to perform job duties.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of general clerical skills, such as filing and composing professional letters and emails;
- Knowledge of county ordinances, policies, and procedures;
- Knowledge of modern office practices and procedures;
- Knowledge of Microsoft Office (Word, Excel, PowerPoint, and other similar or job-related programs);
- Skill in planning and organizing work;
- Skill in verbal and written communication;
- Skill in the use of small office equipment, including copy machines or multi-line telephone systems;
- Skill in using computers for data entry, word processing, and/or accounting purposes;
- Ability to verbally present health information clearly and accurately from scripted curriculum and other education material;
- Ability to work independently with minimal supervision; and
- Ability to establish and maintain effective working relationships and communicate effectively with other employees and the general public.

PHYSICAL DEMANDS:

Work requires no unusual demand for physical effort.

WORK ENVIRONMENT:

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as office or meeting and training rooms, e.g., use of safe workplace practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations, and traffic signals when driving.

Part-Time Regular Position

Base Salary: \$15.05 Hourly

Deadline for Applications: Open Until Filled

Application is mandatory for consideration. Application must be obtained from and returned to the San Patricio County Human Resources Department @ 1301 E. Sinton St., Ste. C, Sinton, TX 78387. Completed applications can be emailed to: jobs@sanpatriciocountytx.gov, phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.

12/27/2023

Job Title:	Court Coordinator – Sinton
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To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Department: County Court at Law 2

Pay Grade: 108

FLSA Status: Non-Exempt

JOB SUMMARY

The Court Coordinator is responsible for overseeing, coordinating, managing, directing, and planning the civil and criminal court dockets for the San Patricio County Court at Law 2; serving as a liaison for the Judge and communicating with other county offices, attorneys, litigants, and the general public about court settings and the status of files and/or cases in the County Court at Law; and performing all administrative duties the Judge assigns to assist in the running of the Court and office.

ESSENTIAL JOB FUNCTIONS:

- Maintains court calendar under the direction of the Judge to ensure an even case flow, and changes settings as necessary and as the dockets require;
- Acts as liaison between the Judge, attorneys, county clerks, prosecutors, litigants, jurors, law enforcement departments, probation departments, bondsmen, and any other persons having business with the court;
- Answers inquiries regarding court-related procedures;
- Maintains and prepares a calendar of court settings such that long waits and long dockets are prevented;
- Schedules conferences and travel arrangements;
- Arranges court dates and coordinates scheduling with attorneys for all hearings and prepares and sends out notices of settings;
- Ensures that all requests for settings are honored with a minimum of delay. In the event an attorney requests hearing to be canceled or reset, confirms with the court and other parties involved. Sends notices of resetting to parties involved;
- Monitors the progress of cases. Makes recommendations to the clerks and the Judge concerning such cases. Assists the clerks in preparing dismissal dockets on cases with lack of progress;
- Reviews documents to ensure all attorneys have been advised or have signed it prior to presentation to the Judge for signature. After any orders of dismissal, judgments, etc. are signed by the Judge, delivers documents to the appropriate clerk and, where necessary, notifies attorneys involved;
- Attends criminal docket calls for assignment of attorneys where necessary, for arraignments, and for setting of criminal cases for trial;
- Conducts docket control conference for the purpose of establishing deadlines and setting firm trial dates;
- Reviews civil files (probates/guardianship/civil cases) to determine if such case needs to be set for hearing or, if a hearing is requested, to determine if the file is ready for a hearing;
- Works with the clerk's office to review guardianship files on a yearly basis to determine if reports are current and reviews probate files to ensure proper documents are on file;
- Assists in handling requests from jurors to be excused or reset;
- Greets visitors to the Judge's office, answers telephones, records messages, and provides standardized information and assists callers in locating the appropriate office or office to obtain assistance;
- Retrieves, opens, and directs mail;
- Maintains awareness of developments in court procedures, laws, and professional disciplines affecting this office;
- Works independently to handle calls and visitors, recording the information and relaying it to the appropriate court officials;
- Attends conferences, seminars, and workshops to enhance and maintain knowledge of trends and development in the area of Court Administration;
- Performs administrative and clerical work in support of the San Patricio County Court at Law 2 office;

- Complies with local court rules established by the court officials; and
- Performs other assigned duties.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High school diploma or equivalent;
- Five (5) years of related work experience;
- Or equivalent training, education, and/or experience.
- Valid State of Texas Driver's License.

ADDITIONAL REQUIREMENTS:

- Must submit to and pass a pre-employment drug test and physical standard exam as described personnel handbook; and
- Must provide reliable transportation when a county vehicle is not available to perform job duties.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of federal, state, local regulations, and procedures governing operation of the assigned Court;
- Knowledge of typical felony and misdemeanor case flows, their functions, and operating details of their respective courts;
- Knowledge of county ordinances, policies, and procedures;
- Knowledge of modern office practices and procedures;
- Knowledge of Microsoft Office (Word, Excel, PowerPoint, and other similar or job-related programs);
- Skill in planning and organizing work;
- Skill in interpersonal relations;
- Skill in verbal and written communication;
- Skill in the use of small office equipment, including copy machines or multi-line telephone systems;
- Skill in using computers for data entry, word processing, and/or accounting purposes;
- Ability to speak, write, and read reports, business correspondence, and comprehend other documents;
- Ability to organize and communicate effectively;
- Ability to work independently with minimal supervision; and
- Ability to establish and maintain effective working relationships and communicate effectively with other employees and the general public.

PHYSICAL DEMANDS:

Work requires no unusual demand for physical effort.

WORK ENVIRONMENT:

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as office or meeting and training rooms, e.g., use of safe workplace practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations, and traffic signals when driving.

Full-Time Regular Position

Base Salary: \$3,590.19 Monthly

Deadline for Applications: Open Until Filled

Application is mandatory for consideration. Application must be obtained from and returned to the San Patricio County Human Resources Department @ 1301 E. Sinton St., Ste. C, Sinton, TX 78387. Completed applications can be emailed to: jobs@sanpatriciocountytexas.gov, phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.

12/27/2023

Job Title:	JP Deputy Court Clerk (Part-Time) - Taft
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To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Department: Justice of the Peace Pct 8

Pay Grade: 102

FLSA Status: Non-Exempt

JOB SUMMARY

The JP Deputy Court Clerk (Part-Time) is responsible for assisting the Justice of the Peace by overseeing office operations and workflow and handling a variety of clerical, coordinating, and bookkeeping functions on a part-time basis.

ESSENTIAL JOB FUNCTIONS:

- Greets the general public and answers telephone calls;
- Assists with filing procedures and/or refers citizens to judge, proper agency, or proper court;
- Enters all tickets, hot checks, juvenile complaints, mental health commitments, inquest information and autopsy results, administrative hearings, civil small claims, and forcible detained actions in the county system or docket;
- Assigns numbers to each case, makes files, and files in proper folders;
- Prepares warrants, subpoenas, summonses, citations, abstract judgements, executions, sequestrations, garnishments, capias pro fine, and makeup judgements for signature;
- Makes entry of all documents issues in each case onto docket sheet and makes covers and files for each;
- Collects all fees and fines and filing fees in proper ledger for all agencies who file in this precinct;
- Issues receipts for all fines and/or fees and posts onto corresponding docket sheets and files;
- Makes reports of all fines and fees collected by the County;
- Prepares and mails monthly statistical reports to Judicial Council of all cases filed, dismissed, disposed of civil and small claims, etc.;
- Prepares and makes bank deposits;
- Schedules cases for hearings and/or trials. Notifies all parties of hearing/trial data, either in person or by mail, including the attorney(s) representing the plaintiff or defendant. Makes copies of citations for attorneys;
- Resets cases for trial depending on documents filed;
- Keeps inventory of all supplies and notifies department head of any shortages;
- Sends warrants, summonses, capias, etc. to proper agency for execution;
- Makes docket entries based on statuses of cases;
- Receives and stamps dates on all incoming mail;
- Makes certifications on records for judge to sign;
- Prepares correspondence at judge's request;
- Schedules wedding appointments, prepares certificates, and forwards marriage licenses to County Clerk for recording;
- Transfers files when disposed of storage boxes and returns items to file or storage;
- Accepts appeals on all cases when properly applied for. Makes transcripts and copies of all documents before sending to County Clerks;
- Prepares bank deposits on a daily and timely basis as mandated by the Auditor's Office; and
- Performs other assigned duties.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High school diploma or equivalent;
- One (1) year of related work experience;
- Or equivalent training, education, and/or experience.
- Valid State of Texas Driver's License.

ADDITIONAL REQUIREMENTS:

- Must submit to and pass a pre-employment drug test and physical standard exam as described personnel handbook; and
- Must provide reliable transportation when a county vehicle is not available to perform job duties.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of effectively processing a successful work environment;
- Knowledge of municipal recordkeeping and legal terminology;
- Knowledge of county ordinances, policies, and procedures;
- Knowledge of modern office practices and procedures;
- Knowledge of Microsoft Office (Word, Excel, PowerPoint, and other similar or job-related programs);
- Skill in customer service;
- Skill in planning and organizing work;
- Skill in interpersonal relations;
- Skill in verbal and written communication;
- Skill in the use of small office equipment, including copy machines or multi-line telephone systems;
- Skill in using computers for data entry, word processing, and/or accounting purposes;
- Ability to read and understand law books, legal documents, accounting manuals, and monthly reports;
- Ability to calculate numbers in order to balance accounts and figure court costs and fines;
- Ability to organize and communicate effectively;
- Ability to work independently with minimal supervision; and
- Ability to establish and maintain effective working relationships and communicate effectively with other employees and the general public.

PHYSICAL DEMANDS:

Work requires no unusual demand for physical effort.

WORK ENVIRONMENT:

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as office or meeting and training rooms, e.g., use of safe workplace practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations, and traffic signals when driving.

Part-Time Temporary Position

Salary: \$14.33 Hourly

Deadline for Applications: Open Until Filled

Application is mandatory for consideration. Application must be obtained from and returned to the San Patricio County Human Resources Department @ 1301 E. Sinton St., Ste. C, Sinton, TX 78387. Completed applications can be emailed to: jobs@sanpatriciocountytexas.gov, phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.

12/27/2023

Job Title:	Legal Secretary I - Sinton
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To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Department: County Attorney

Pay Grade: 107

FLSA Status: Non-Exempt

JOB SUMMARY

The Legal Secretary is responsible for coordinating incoming paperwork; compiling, processing, and maintaining criminal information and files; receiving, directing, and answering inquiries, and monitoring compliance with grant conditions and reporting.

ESSENTIAL JOB FUNCTIONS:

- Compiles, copies, maintains, and monitors criminal and civil case files
- Manages evidence, including, but not limited to, photographs, video and audio tapes in the custody of the County Attorney's office;
- Maintains case files and records relevant data in the case management system.
- Responsible for the intake of offense reports not sent through Evidence.com.
- Prepares Motions to Revoke Probation and e-files such documents.
- Prepares check requests for accounts payable.
- Prepares documents necessary for Bond Forfeiture cases.
- Supports, cross-trains, and assists other support staff, as needed.
- Keeps management informed of ongoing activity and critical matters affecting the operation and well-being of the office
- Maintains court calendar for Justice of the Peace court cases for prosecuting attorney.
- Enters, updates and retrieves information using multiple systems and databases.
- Performs other duties as assigned by the County Attorney.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Associate's degree or equivalent;
- Three (3) years of related work experience;
- Or equivalent training, education, and/or experience.
- Valid State of Texas Driver's License.

ADDITIONAL REQUIREMENTS:

- Must submit to and pass a pre-employment drug test and physical standard exam as described personnel handbook; and
- Must provide reliable transportation when a county vehicle is not available to perform job duties.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the law, legal system;
- Knowledge of county policies and procedures;
- Knowledge of modern office practices and procedures;
- Knowledge of Microsoft Office (Word, Excel, PowerPoint, and other similar or job-related programs);
- Knowledge of Odyssey as a case management system;

- Skill in planning and organizing work;
- Skill in interpersonal relations;
- Skill in verbal and written communication;
- Skill in the use of small office equipment, including copy machines or multi-line telephone systems;
- Skill in using computers for data entry, word processing, and/or accounting purposes;
- Ability to organize and communicate effectively;
- Ability to work independently with minimal supervision;
- Ability to establish and maintain effective working relationships and communicate effectively with other employees and the general public.

PHYSICAL DEMANDS:

Work requires no unusual demand for physical effort.

WORK ENVIRONMENT:

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as office or meeting and training rooms, e.g., use of safe workplace practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations, and traffic signals when driving.

Full-Time Regular Position

Base Salary: \$3,355.32 Monthly

Deadline for Applications: Open Until Filled

Application is mandatory for consideration. Application must be obtained from and returned to the San Patricio County Human Resources Department @ 1301 E. Sinton St., Ste. C, Sinton, TX 78387. Completed applications can be emailed to: jobs@sanpatriciocountytexas.gov, phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.

12/27/2023

Job Title:	JP Deputy Court Clerk (Part-Time) – Aransas Pass
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To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Department: Justice of the Peace Pct 6

Pay Grade: 103

FLSA Status: Non-Exempt

JOB SUMMARY

The JP Deputy Court Clerk (Part-Time) is responsible for serving part-time as a correspondent for the court and its predecessors; administering ethical principles and scheduling for criminal cases, issuances of bad checks, truancy for Aransas Pass and Ingleside; working on setting pre-trial cases as necessary; maintaining the use of all documents, records, and registers of the court; and receiving and recording all complaints, small claims, forcible detainers, peace bonds, citations, registries, and financial duties.

ESSENTIAL JOB FUNCTIONS:

- Receives and directs telephone calls and records messages;
- Answers caller questions about fines and appearance dates;
- Files, copies, records, and faxes a wide variety of relevant documents;
- Receives, accounts for, processes, and records all finances on a daily basis;
- Handles money for citations, civil claim, small claims, occupational driver's licenses, driving hearings, peace bonds, and all other case(s) that may be filed with the Justice Courts;
- Serves, assists, and communicates with the general public;
- Schedules hearings and mails notices;
- Maintains all records, complaints, and documents needed for the court and office;
- Oversees the storage and transfer of memorandums and ensures they are either stored or disposed of properly;
- Performs other assigned duties.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High school diploma or equivalent;
- One (1) year of related work experience;
- Or equivalent training, education, and/or experience.
- Valid State of Texas Driver's License.

ADDITIONAL REQUIREMENTS:

- Must submit to and pass a pre-employment drug test and physical standard exam as described personnel handbook; and
- Must provide reliable transportation when a county vehicle is not available to perform job duties.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of effectively processing a successful work environment;
- Knowledge of municipal recordkeeping and legal terminology;
- Knowledge of county ordinances, policies, and procedures;
- Knowledge of modern office practices and procedures;
- Knowledge of Microsoft Office (Word, Excel, PowerPoint, and other similar or job-related programs);

- Skill in customer service;
- Skill in planning and organizing work;
- Skill in interpersonal relations;
- Skill in verbal and written communication;
- Skill in the use of small office equipment, including copy machines or multi-line telephone systems;
- Skill in using computers for data entry, word processing, and/or accounting purposes;
- Ability to read and understand law books, legal documents, accounting manuals, and monthly reports;
- Ability to calculate numbers in order to balance accounts and figure court costs and fines;
- Ability to organize and communicate effectively;
- Ability to work independently with minimal supervision; and
- Ability to establish and maintain effective working relationships and communicate effectively with other employees and the general public.

PHYSICAL DEMANDS:

Work requires no unusual demand for physical effort.

WORK ENVIRONMENT:

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as office or meeting and training rooms, e.g., use of safe workplace practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations, and traffic signals when driving.

Part-Time Regular Position

Salary: \$15.05 Hourly

Deadline for Applications: Open Until Filled

Application is mandatory for consideration. Application must be obtained from and returned to the San Patricio County Human Resources Department @ 1301 E. Sinton St., Ste. C, Sinton, TX 78387. Completed applications can be emailed to: jobs@sanpatriciocountytexas.gov, phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.

12/27/2023

Job Title:	Maintenance Assistant I / II - Sinton
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To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Department: Buildings and Yards

Pay Grade: 104 / 106

FLSA Status: Non-Exempt

JOB SUMMARY

The Maintenance Assistant is responsible for performing manual work in the maintenance and repair of applicable County buildings.

ESSENTIAL JOB FUNCTIONS:

- Performs preventative maintenance on various County buildings, to include the Sheriff Department's building and jail, the County Courthouse, Health Department, Records Building, and WIC buildings, among others.
- Replaces windows in Courthouse as needed;
- Assists with A/C repair as needed;
- Performs minor welding and fabrication duties for the County jail as needed;
- Paints buildings as needed;
- Maintains chiller units and checks gauges and oil;
- Makes repairs to electrical and plumbing systems;
- Repairs and/or replaces light fixtures and plugs;
- Performs light carpentry work in roofing and concrete and masonry repair;
- Assists with grounds maintenance as needed; and
- Performs other assigned duties.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High school diploma or equivalent;
- **Maintenance Assistant I:** No previous experience required;
- **Maintenance Assistant II:** Five (5) years of related work experience;
- Or equivalent training, education, and/or experience.
- Valid State of Texas Driver's License.

ADDITIONAL REQUIREMENTS:

- Must submit to and pass a pre-employment drug test and physical standard exam as described personnel handbook; and
- Must provide reliable transportation when a county vehicle is not available to perform job duties.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of mechanical and electrical systems and construction procedures;
- Knowledge of county ordinances, policies, and procedures;
- Skill in planning and organizing work;
- Skill in interpersonal relations;

- Skill in verbal and written communication;
- Skill in repairing mechanical and electrical devices;
- Skill in the operation of voltage testers and power tools;
- Ability to analyze breakdowns and determine the best method of repair;
- Ability to read and understand instructions, work orders, and chemical labels;
- Ability to calculate numbers in order to determine voltage readings and make a supply list;
- Ability to write daily work schedules;
- Ability to handle chemicals safely and work around electrical and mechanical hazards;
- Ability to organize and communicate effectively;
- Ability to work independently with minimal supervision; and
- Ability to establish and maintain effective working relationships and communicate effectively with other employees and the general public.

PHYSICAL DEMANDS:

Work requires a higher demand for physical effort, exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently. Tasks may require the ability to sit, kneel, crouch, squat, crawl, bend, twist, climb, lift, hear, and talk while performing duties.

WORK ENVIRONMENT:

Work environment involves regular exposure to outdoor weather conditions for prolonged periods. Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, temperature and noise extremes, bright/dim light, toxic agents, disease, pathogenic substances, hazardous substances; animal/wildlife attacks, animal/human bites, or rude/hostile citizens.

Full-Time Regular Position

Base Salary Maintenance Assistant I: \$2,738.94 Monthly

Base Salary Maintenance Assistant II: \$3,135.81 Monthly

Deadline for Applications: Open Until Filled

Application is mandatory for consideration. Application must be obtained from and returned to the San Patricio County Human Resources Department @ 1301 E. Sinton St., Ste. C, Sinton, TX 78387. Completed applications can be emailed to: jobs@sanpatriciocountytexas.gov, phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.

12/27/2023

Job Title:**Senior Internal Auditor - Sinton**

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Department: County Auditor

FLSA Status: Non-Exempt

JOB SUMMARY

The Senior Internal Auditor is responsible for assisting the County Auditor in performing internal auditing functions; conducting various county department audits; maintaining auditing records.

ESSENTIAL JOB FUNCTIONS:

- Examines department records and verifies journal and ledger entries;
- Evaluates department internal controls and risk management processes;
- Analyzes data obtained for evidence of internal control deficiencies;
- Prepares and performs audit work programs; prepares findings and recommendations reports;
- Communicates and makes recommendations to department heads as needed;
- Conducts periodic physical counts of inventory;
- Prepares and maintains auditing correspondence and records;
- Cross-train for other duties such as payroll auditing; reviewing purchase orders and check requests; monitoring budget balances and the payment of bills; maintaining fixed asset records; recording acquisitions, sales, and transfers of fixed assets; preparing various reports regarding workers' compensation, insurance, district, county, and justice of the peace's court costs; etc.; and
- Performs other assigned duties.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Associate's Degree in Accounting or relevant degree;
- Five (5) years of related work experience in auditing;
- Relevant certifications such as Certified Internal Auditor, Certified Information System Auditor, or Certified Government Audit Professional certificates are preferred but not required;
- Valid State of Texas Driver's License is required.

ADDITIONAL REQUIREMENTS:

- Must submit to and pass a pre-employment drug test and physical standard exam as described personnel handbook; and
- Must provide reliable transportation when a county vehicle is not available to perform job duties.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of governmental accounting principles and procedures;
- Knowledge of county ordinances, policies, and procedures;
- Knowledge of accounting and auditing standards;
- Knowledge of modern office practices and procedures;
- Exceptional skill in using Microsoft Office (Word, Excel, PowerPoint, and other similar or job-related programs);
- Skill in reading, analyzing, and interpreting financial records;
- Skill in planning and organizing work;
- Skill in the use of small office equipment, including printers, copy machines, and multi-line telephone systems;
- Ability to solve problems and analyze financial data;
- Ability to communicate effectively with people in stressful situations;

- Ability to present information clearly and respond to questions;
- Ability to exercise discretion and maintain confidential information;
- Ability to read and understand accounting, manuals, written contracts, business correspondence, and law reference materials;
- Ability to write audit reports, audit programs, questionnaires, and business correspondence;
- Ability to work independently with minimal supervision; and
- Ability to establish and maintain effective working relationships and communicate effectively with other employees and the general public.

PHYSICAL DEMANDS:

Work requires no unusual demand for physical effort.

WORK ENVIRONMENT:

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as office or meeting and training rooms, e.g., use of safe workplace practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations, and traffic signals when driving.

Full-Time Regular Position

Base Salary: \$5,140.42 Monthly

Salary: DOE

Deadline for Applications: Open Until Filled

Application is mandatory for consideration. Application must be obtained from and returned to the San Patricio County Human Resources Department @ 1301 E. Sinton St., Ste. C, Sinton, TX 78387. Completed applications can be emailed to: jobs@sanpatriciocountytx.gov, phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.

12/27/2023

Job Title:	Custodian I / II / III - Sinton
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To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Department: Buildings and Yards

Pay Grade: 101 / 102 / 103

FLSA Status: Non-Exempt

JOB SUMMARY

The Custodian is responsible for performing manual work in the maintenance and cleaning of applicable County building and grounds.

ESSENTIAL JOB FUNCTIONS:

- Cleans and maintains both the insides and outsides of applicable County buildings;
- Maintains County grounds, to include mowing, edging, trimming, and raking;
- Cleans, buffs, and waxes floors;
- Ensures a safe and clean working environment on all applicable County property;
- Delivers mail to the post office as required;
- Performs minor building repairs as necessary;
- Assembles furniture and provides related assistance as needed;
- Supervises trustees and community workers as needed; and
- Performs other assigned duties.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- **Custodian I:** Some high school or equivalent;
- **Custodian II & III:** High school diploma or equivalent;
- **Custodian I & II:** No previous experience required;
- **Custodian III:** One (1) year of related work experience;
- Or equivalent training, education, and/or experience.
- Valid State of Texas Driver's License.

ADDITIONAL REQUIREMENTS:

- Must submit to and pass a pre-employment drug test and physical standard exam as described personnel handbook; and
- Must provide reliable transportation when a county vehicle is not available to perform job duties.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of relevant equipment and chemical safety rules;
- Knowledge of janitorial and/or custodial techniques and procedures;
- Knowledge of county ordinances, policies, and procedures;
- Skill in the operation of equipment and tools such as lawn mowers, edgers, weed-eaters, floor polishing machines, drills, and saws;
- Skill in planning and organizing work;
- Skill in interpersonal relations;
- Skill in verbal and written communication;

- Ability to read and understand directions on chemical labels and work requests;
- Ability to handle chemicals safely and work around electrical and mechanical hazards;
- Ability to organize and communicate effectively;
- Ability to work independently with minimal supervision; and
- Ability to establish and maintain effective working relationships and communicate effectively with other employees and the general public.

PHYSICAL DEMANDS:

Work requires a higher demand for physical effort, exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently. Tasks may require the ability to sit, kneel, crouch, squat crawl, bend, twist, climb, lift, hear, and talk while performing duties.

WORK ENVIRONMENT:

Work environment involves regular exposure to outdoor weather conditions for prolonged periods. Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, temperature and noise extremes, bright/dim light, toxic agents, disease, pathogenic substances, hazardous substances; animal/wildlife attacks, animal/human bites, or rude/hostile citizens.

Full-Time Regular Position

Work hours are M-F 12pm – 9pm

Base Salary Custodian I: \$2,366.00 Monthly

Base Salary Custodian II: \$2,484.30 Monthly

Base Salary Custodian III: \$2,608.52 Monthly

Deadline for Applications: Open Until Filled

Application is mandatory for consideration. Application must be obtained from and returned to the San Patricio County Human Resources Department @ 1301 E. Sinton St., Ste. C, Sinton, TX 78387. Completed applications can be emailed to: jobs@sanpatriciocountytx.gov, phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.

12/27/2023

Job Title:	Payroll Specialist - Sinton
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To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Department: County Treasurer

Pay Grade: 107

FLSA Status: Non-Exempt

JOB SUMMARY

The Payroll Specialist is responsible for performing a variety of administrative work of the Treasurers Department. The position includes, but is not limited to, Payroll, Affordable Care Act/Obamacare, Workers Compensation, Quarterly Reports, Bank Reconciliations, Investments, Purchase Orders, Journal Entries, maintaining and balancing Jury money, and FFCRA.

ESSENTIAL JOB FUNCTIONS:

- Calculates work timesheets;
- Prepares payroll and green sheets – balancing outside policies & submit for payment
- Documents and organizes FFCRA into spreadsheets;
- Enters and Submits employee information for monthly Affordable Care Act/Obamacare per Federal requirements;
- Oversees monthly investments;
- Inputs and submits Workers Compensation Claims and documents;
- Oversees retiree insurance payments and spreadsheets;
- Logs and keeps record of all unclaimed property for all depts;
- Logs any donated sick hours to the sick leave pool (keeps running total of balance);
- Oversees daily receipting and deposits;
- Audits and Balances weekly J. P. reports;
- Generates journal Entries for Bank transfers, G/L item transfers, and Budget line item transfers;

- Purchasing – issues Purchase Orders and Check requests for office;
- Generates quarterly State Reports, Unemployment Report, Sales Tax, and Dispute Resolution;
- Maintain and balance Jury money box for County and District courts; Generates Jury reimbursement reports/request quarterly (State Comptroller);
- Employment verification;
- Generates monthly Bank Reconciliations;
- Generates and submits yearly W-2 reports;
- Scans timesheets, Sick Leave Pool, Workers Comp, and Employee Maintenance into VISTA;
- Performs other assigned duties.

MINIMUM REQUIREMENTS TO PERFORM WORK;

- High school diploma or equivalent;
- Three (3) years of related work experience;
Or equivalent training, education, and/or experience.
- Valid State of Texas Driver's License

ADDITIONAL REQUIREMENTS:

- Must submit to and pass a pre-employment drug test and physical standard exam as described personnel handbook; and

- Must provide reliable transportation when a county vehicle is not available to perform job duties.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of county ordinances, policies, and procedures;
- Knowledge of modern office practices and procedures;
- Knowledge of Microsoft Office (Word, Excel, PowerPoint, and other similar or job-related programs);
- Skill in planning and organizing work;
- Skill in interpersonal relations;
- Skill in verbal and written communication;
- Skill in the use of small office equipment, including copy machines or multi-line telephone systems;
- Skill in using computers for data entry, word processing, and/or accounting purposes;
- Ability to organize and communicate effectively;
- Ability to work independently with minimal supervision; and
- Ability to establish and maintain effective working relationships and communicate effectively with other employees and the general public.

PHYSICAL DEMANDS:

Work requires no unusual demand for physical effort.

WORK ENVIRONMENT:

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as office or meeting and training rooms, e.g., use of safe workplace practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations, and traffic signals when driving.

Full-Time Regular Position

Base Salary: \$3,355.32 Monthly

Deadline for Applications: Open Until Filled

Application is mandatory for consideration. Application must be obtained from and returned to the San Patricio County Human Resources Department @ 1301 E. Sinton St., Ste. C, Sinton, TX 78387. Completed applications can be emailed to: jobs@sanpatriciocountytx.gov, phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.

12/27/2023

Job Title:	Accounting Specialist - Sinton
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To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Department: County Treasurer

Pay Grade: 107

FLSA Status: Non-Exempt

JOB SUMMARY

The Deputy Clerk III is responsible for performing a variety of technical and administrative duties for the County Treasurer.

ESSENTIAL JOB FUNCTIONS:

- Reconciles multiple (11) bank accounts and resolves any discrepancies or issues and submit to auditor's office
- Prepares/records journal entries to balance/reconcile General Ledgers & Bank accounts; Maintains accounting records with appropriate entries in accounting software and ensures proper documentation is available for all entries;
- Approves/issues and void positive pay checks at Frost bank;
- Receives and verifies department reports balance to the money attached. Receipts money, balances drawer at end of day for daily deposits;
- Sends/Ensures Collateral Report is sent and received by Frost Bank daily;
- Receives, verifies, and Audits J.P. Reports and issues checks from separate accounts for each report for refunds, overpayments, and transfer of funds; and submit to Auditor for review;
- Prepares Purchase orders and check requests;
- Assists in calculating timesheets and processing payroll;
- Generates, prepares and submits monthly Sales Tax;

- Prepares weekly cash disbursement to District Clerk for Jury payment and reconciles money box;
- Prepares Child Welfare check/cash to IBC Jury donation's bank receipt;
- Calculates Quarterly Jury pay out and requests reimbursement from the State Comptroller;
- Inputs worker compensation claims;
- Organizes paychecks per each department and disperses into envelopes;
- Organizes payable invoices/checks and disperses into envelopes;
- Files timesheets and files County weekly reports;
- Keeps database for retiree insurance payments;
- Keeps up databases for employee leave, Vista for timesheets and maintenance, J. P. credit card for missing transactions, and unclaimed property;
- Reprints check stub or W-2 information for employees as needed; and
- Performs other assigned duties.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High school diploma or equivalent;
- Three (3) years of related work experience;
- Or equivalent training, education, and/or experience.
- Valid State of Texas Driver's License.

ADDITIONAL REQUIREMENTS:

- Must submit to and pass a pre-employment drug test and physical standard exam as described personnel handbook; and
- Must provide reliable transportation when a county vehicle is not available to perform job duties.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of county ordinances, policies, and procedures;
- Knowledge of modern office practices and procedures;
- Knowledge of Microsoft Office (Word, Excel, PowerPoint, and other similar or job-related programs);
- Skill in planning and organizing work;
- Skill in interpersonal relations;
- Skill in verbal and written communication;
- Skill in the use of small office equipment, including copy machines or multi-line telephone systems;
- Skill in using computers for data entry, word processing, and/or accounting purposes;
- Ability to organize and communicate effectively;
- Ability to work independently with minimal supervision; and
- Ability to establish and maintain effective working relationships and communicate effectively with other employees and the general public.

PHYSICAL DEMANDS:

Work requires no unusual demand for physical effort.

WORK ENVIRONMENT:

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as office or meeting and training rooms, e.g., use of safe workplace practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations, and traffic signals when driving.

Full-Time Regular Position

Base Salary: \$3,355.32 Monthly

Deadline for Applications: Open Until Filled

Application is mandatory for consideration. Application must be obtained from and returned to the San Patricio County Human Resources Department @ 1301 E. Sinton St., Ste. C, Sinton, TX 78387. Completed applications can be emailed to: jobs@sanpatriciocountytexas.gov, phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.

12/27/2023

JUVENILE PROBATION

Licensed Professional Counselor or LPC Associate

The 36th Judicial District Juvenile Probation Department, located in Sinton, Texas, is accepting applications for a **Probation Counselor** to provide individual and family counseling to youth on probation.

MINIMUM QUALIFICATIONS

Master's Degree from an accredited college or university with a major in counseling, social work, psychology, or a related field. Current Licensure in Texas to provide counseling services (LPC or LPC intern/associate). Be within 18 months of completing internship to be fully licensed. Experience and training in Cognitive Behavioral Therapy, co-occurring disorders, trauma-informed services, and post-traumatic stress disorders is preferred. One year experience working with at risk youth preferred. Ability to complete documentation needed to satisfy licensing and program requirements. Must have a valid Driver License, good driving record, and reliable transportation. Bilingual in English and Spanish preferred.

Beginning salary is \$3,917 - \$6,250 monthly depending on experience and licensure. Applicants must submit a resume to the Director of Juvenile Services, P.O. Box 1122, Sinton, Texas 78387, or email resume to cfranco@sanpatriciocountytx.gov

Position is OPEN UNTIL FILLED. Job Descriptions are available upon request.

Qualified Mental Health Professional

The 36th Judicial District Juvenile Probation Department, located in Sinton, Texas, is accepting applications for a **Qualified Mental Health Professional** to be responsible for delivery of case management, skills training, crisis prevention/intervention, coordination of youth's needs, and collaboration within the juvenile system in order to help the youth maintain stability in their community.

MINIMUM QUALIFICATIONS

To be eligible for employment as a Qualified Mental Health Professional, a person must: 1) pass a criminal background check; 2) complete a pre-employment psychological evaluation; 3) have a Masters Degree in Social Work, Counseling, or Psychology; 4) At least two years prior experience in working in the behavioral health field 5) One (1) year of experience working with juvenile and their families (preferred); 6) Bilingual- Spanish (preferred).

Beginning salary is \$3,166.67 - \$4583.33 monthly depending on experience. Applicants must submit a resume to the Director of Juvenile Services, P.O. Box 1122, Sinton, Texas 78387, or email resume to cfranco@sanpatriciocountytx.gov

Position is OPEN UNTIL FILLED. Job Descriptions are available upon request.

12/27/2023



COASTAL BEND
 COMMUNITY SUPERVISION AND CORRECTIONS DEPT.
 404 WEST MARKET ST.
 SINTON, TEXAS 78387
 361-364-4243
 Fax 361-364-5642

COUNTIES:
 Aransas
 Bee
 Live Oak
 McMullen
 San Patricio
 MALLORY GARDNER
 Deputy Director
 DORA L. HENKHAUS
 Business Manager

JORGE SANCHEZ
 CBRISF Director
 ABEL SANCHEZ
 Asst. Residential Director

JASON R. WOODS
 Director/Chief Probation Officer

JOB VACANCY ANNOUNCEMENT

Job Title: Residential Supervisor Duty Station: Coastal Bend Regional Intermediate Sanction Facility
 Sinton, Texas
FLSA Status: Non-Exempt (Hourly Position)
Annual Compensation Range: up to \$36,300.00 (salary commensurate w/experience) night shift up to \$38,300.00
 Both shifts eligible for 3%, (\$1,089-\$1,149), one time merit pay after completion of 1 year of employment
 Full Benefits (health, retirement, optional dental, vision and life)

Opening Date: November 4, 2022 Closing Date: until filled

- (a) Eligibility.** To be eligible for employment as a Residential Supervisor, a person:
- (1) Must have a High School Diploma or GED
 - (2) Must possess the following skills and abilities-documentation, leadership, effective problem solving the ability to deal with people.
 - (3) Must possess a valid CDL Class “C” with passenger endorsement Drivers License or obtain one within three months of hire.

Primary Job Requirements/Duties
<ul style="list-style-type: none"> • Monitor the functional operation of the CBRISF programs and facilities under the guidance of the Center Director and Senior Residential supervisors.
<ul style="list-style-type: none"> • Maintain chronological records with daily log of events that occur while on shift, coordinate resident sign-in/out procedures, monitor resident compliance with all policies, rules and regulations, fire and safety procedures.
<ul style="list-style-type: none"> • Other responsibilities of this position are: contraband control, conducting inventories, monitoring resident curfew, transporting residents to meet program related obligations, wake-up schedules and assisting residents in problem solving.
<ul style="list-style-type: none"> • Perform other job related duties as required by the CBRISF Director.

For consideration for this position, applicants must pass a criminal history/background check and submit a State of Texas Job Application, Resume, and proof of high school diploma or equivalent to the Coastal Bend Regional Intermediate Sanction Facility Director at jorgesanchez@sanpatriciococscd.org, or mail to CBRISF, 800 North Vineyard, Sinton, Texas, 78387. Applications may be picked up in person and are also available online at www.sanpatriciocscd.com.

We are an Equal Opportunity Employer

This is an AT WILL Position of Employment



COASTAL BEND
 COMMUNITY SUPERVISION AND CORRECTIONS DEPT.
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 MALLORY GARDNER
 Deputy Director
 DORA L. HENKHAUS
 Business Manager

JORGE SANCHEZ
 CBRISF Director
 ABEL SANCHEZ
 Asst. Residential Director

JASON R. WOODS
 Director/Chief Probation Officer

JOB VACANCY ANNOUNCEMENT

Job Title: Community Supervision Officer **FLSA Status: Non-Exempt (Hourly Position)**
Duty Stations: Sinton, Rockport, Beeville or George West, TX
Annual Compensation Range: Up to \$44,000; 5% salary increase after one year of employment and obtaining CSO certification; full benefits (retirement, health, life and optional vision/dental insurance options)
Opening Date: 12/06/23 Closing Date: until filled

§163.33 Community Supervision Officer (TDCJ-CJAD Standards)

(a) Eligibility. To be eligible for employment as a community supervision officer (CSO) who supervises offenders, a person:

- (1)** Must have a **bachelor's degree** conferred by an institution of higher education accredited by an accrediting organization recognized by the Texas Higher Education Coordinating Board;
- (2)** Cannot be employed as a peace officer or work as a reserve or volunteer peace officer; and
- (3)** Cannot currently be on community supervision, parole, or serving a criminal sentence.

Primary Job Requirements/Duties
• Manage daily operation of a felony and/or misdemeanor caseload according to department policies and procedures established by TDCJ-CJAD
• Maintain a calm demeanor and treat all with dignity and respect when dealing with the general public, colleagues, coworkers, other agencies, and with defendants
• Have the ability to work independently and efficiently
• Have the ability to work well as an integral part of the CSCD team of professionals
• Demonstrate good listening, writing, time management and analytical skills
• Be willing and able to work flexible hours
• Conduct pre-sentence investigation reports
• Possess physical and mental stamina to handle potential violent outbursts
• Must be willing to conduct home/field visits as needed or required
• Have working knowledge of the Texas Code of Criminal Procedures as they pertain to community supervision
• Adhere to TDCJ-CJAD Code of Ethics
• Conduct face to face office visits, home inspections, collateral contacts, drug testing and all other required activities on direct cases as required by TDCJ-CJAD and the CSCD
• Provide courtroom testimony as needed in a professional and efficient manner
• Conduct all required assessments, supervision plans and referrals in a timely fashion
• Conduct investigative work to assure offenders are complying with their terms and conditions of community supervision
• Timely document and file all case documentation
• Other Requirements/Duties as assigned by Director and/or Deputy Director

For consideration for this position, applicants must meet TDCJ-CJAD Standard 163.33, pass a drug test, criminal history/background check and submit a State of Texas Job Application, Resume, and official college transcript to the CSCD Business Manager at dhenkhaus@sanpatriciocscd.org, or mail/deliver in person to San Patricio County CSCD, 404 W. Market Street, Sinton, Texas, 78387. Applications are available online at www.sanpatriciocscd.com. The applicant must pass the TDCJ-CJAD CSO certification course within the first year of employment. Failure to do so will result in separation from employment.

We are an Equal Opportunity Employer

This is an AT WILL Position of Employment

12/27/2023



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COUNTIES:
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 Bee
 Live Oak
 McMullen
 San Patricio

JORGE SANCHEZ
 CBRISF Director
 ABEL SANCHEZ
 Asst. Residential Director

JASON R. WOODS
 Director/Chief Probation Officer

MALLORY GARDNER
 Deputy Director
 DORA L. HENKHAUS
 Business Manager

JOB VACANCY ANNOUNCEMENT

Job Title: Substance Use Counselor FLSA Status: Non-Exempt (Hourly Position)
Duty Stations: CBRISF – Sinton (inpatient) <OR> CSCD – Beeville, Rockport, George West and Sinton, TX (outpatient)

Compensation Range/Benefits: up to \$45,200; 5% salary increase after one of employment and maintain LCDC license; Full Benefits (retirement, health, life and optional vision/dental insurance options)
Opening Date: 12/06/23 Closing Date: until filled

Eligibility:

- (1) Must be a LCDC in good standing registered with the Texas Department of State Health Services
- (2) Preferred Bachelor's degree from accredited college, university or institution of higher learning.
- (3) Must meet all the applicable criteria established in **§163.40 - TDCJ-CJAD Standards**
- (4) Cannot be employed as a peace officer or work as a reserve or volunteer peace officer
- (5) Cannot currently be on community supervision, parole, or serving a criminal sentence.

Primary Job Requirements/Duties
<ul style="list-style-type: none"> • Provide inpatient/outpatient substance use counseling (cognitive-based) to individuals on misdemeanor and felony community supervision at the CSCD and/or Coastal Bend Regional Intermediate Sanction Facility
<ul style="list-style-type: none"> • Conduct inpatient/outpatient substance use individual/group counseling, intakes, assessments, screenings and evaluations and staff cases w/ Officers as needed/required
<ul style="list-style-type: none"> • Provide classroom instruction for DWI education class, Repeat Offender DWI class, the Drug Offender Education program and any other auxiliary programs the department offers now or in the future
<ul style="list-style-type: none"> • Ensure all counseling services comply with state law, CJAD Standards (163.40), state standards for alcohol and drug counseling, and CSCD policy
<ul style="list-style-type: none"> • Establish and maintain individual treatment plans
<ul style="list-style-type: none"> • Be available to work some evenings and occasional Saturdays
<ul style="list-style-type: none"> • Serve the CSCD, CBRISF, Courts and the department with additional duties/assignments
<ul style="list-style-type: none"> • Staff cases with Supervision Officers, the Director and the Courts as needed
<ul style="list-style-type: none"> • Maintain LCDC licensure with the state of Texas
<ul style="list-style-type: none"> • Strict adherence to all CSCD policies and the CJAD Code of Ethics
<ul style="list-style-type: none"> • Be available to the Courts of this jurisdiction and provide testimony as needed
<ul style="list-style-type: none"> • Must have good working knowledge and proficiency in all aspects of information technology, including virtual meetings and social media interfacing
<ul style="list-style-type: none"> • Must have the ability to work independently and as a member of a team
<ul style="list-style-type: none"> • Must treat all individuals with dignity and respect

For consideration for this position, applicants must pass a criminal history/background check, drug test and submit a cover letter, valid LCDC license, State of Texas Job Application, Resume, and official college transcript to the CSCD Business Manager at dhenkhaus@sanpatriciocscd.org, or mail to Coastal Bend CSCD, 404 W. Market Street, Sinton, Texas, 78387. Applications may be picked up in person and are also available online at www.sanpatriciocscd.com.

We are an Equal Opportunity Employer

This is an AT WILL Position of Employment

12/27/2023

**36th, 156th and 343rd Judicial District Community Supervision & Corrections (CSCD)
 Department
 Serving Aransas, Bee, Live Oak, McMullen and San Patricio Counties, Texas
 Job Vacancy Announcement**

Job Title: Part Time Cook **Duty Stations:** Coastal Bend Regional Intermediate Sanction Facility
FLSA Status: Non-Exempt (Hourly Position) Sinton, Texas
Annual Compensation Range: Up to \$17.00 per hour

Opening Date: November 6, 2023 **Closing Date:** until filled

- (a) Eligibility.** To be eligible for employment as a Cook, a person:
- (1) Must have a High School Diploma or GED
 - (2) Must have a valid driver’s license
 - (3) Must have a valid food handler’s permit
 - (4) Must have a minimum of 1 year of experience in institutional quality food production service and sanitation
 - (5) Be able to follow oral and written directions (in English)
 - (6) Must have a valid Food Manager’s Certification

Primary Job Requirements/Duties
• Must be able to cook and serve adequate nutritious meals as specified by menus and standardized recipes.
• Handle and prepare all types of food items in proper manner
• Meets all meal schedules and inventories daily usage of items from dry and cold storage areas
• Properly maintain all equipment and avoids food waste
• Prepare food that is in accordance with the Food Service Manual, maintaining high sanitation practices and standards
• Complete other requirements/duties as assigned by the CBRISF Director

For consideration for this position, applicants must pass a criminal history/background check and submit a State of Texas Job Application, Resume, and proof of high school diploma or equivalent to the Coastal Bend Regional Intermediate Sanction Facility Director at jorgesanchez@sanpatriciococscd.org, or mail to CBRISF, 800 N. Vineyard, Sinton, Texas, 78387. Applications may be picked up in person and are also available online at www.sanpatriciocscd.com.

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